
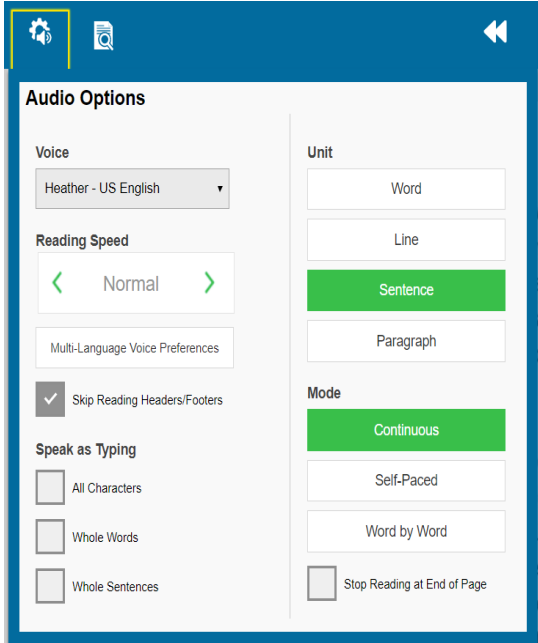
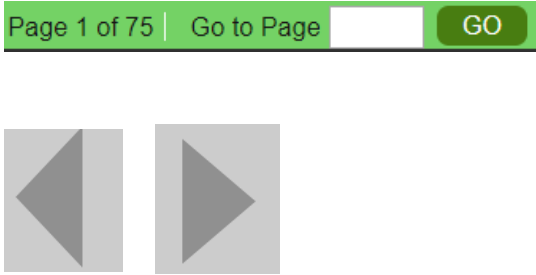


## Reading Tools with Kurzweil 3000

What do you want to understand?	How Kurzweil 3000 can help	Screenshots/suggested tools to use
Read Text Aloud or Silently	<ul style="list-style-type: none"> <li>Place your cursor in the text and click the “Play” button to start reading</li> <li>The “Forward” and “Backward” buttons will skip to the previous or next reading unit</li> <li>The “Speaker” button toggles between audible and silent reading</li> </ul>	
Audio Options	<ul style="list-style-type: none"> <li><b>Voice</b>- Choose from many different voices and languages</li> <li><b>Reading speed</b>- Adjust the speed faster or slower</li> <li><b>Multi-Language Voice Preferences</b>- Set the defaults for multiple language voices</li> <li><b>Unit</b>- The block of text that is highlighted when reading. Choose between word, line, sentence, or paragraph</li> <li><b>Mode</b>: <ul style="list-style-type: none"> <li><b>Continuous</b>: continuous reading from page to page</li> <li><b>Self-Paced</b>: pause reading at the end of each unit</li> <li><b>Word by Word</b>: pause reading at the end of each word</li> </ul> </li> <li><b>Skip Reading Headers/Footers</b>- Header/footer zones will not be read when this option is checked</li> <li><b>Speak as Typing (can have multiple options selected)</b>: <ul style="list-style-type: none"> <li><b>All Characters</b>: reads each character as you type it</li> <li><b>Whole Words</b>: reads each word as you complete it by typing a space after it</li> <li><b>Whole Sentences</b>: reads each sentence as you complete it by typing final punctuation after it</li> </ul> </li> </ul>	

<p>Change the Page</p>	<ul style="list-style-type: none"> <li>• The status bar at the bottom of the image tells you what page you are on</li> <li>• Type in the “Go to Page” field and click “GO” to jump to a specific page</li> <li>• Use the “Previous” and “Next” arrows to the left and right of the image to change pages</li> </ul>	
<p>Document View and Zoom</p>	<ul style="list-style-type: none"> <li>• View thumbnails of each page of your document. (Image file only)</li> <li>• Click a thumbnail to go to that page. (Image file only)</li> <li>• Uncheck Fit Width to zoom in or out. (Image file only)</li> <li>• Change the Document Zoom magnification of the page. (Image file only)</li> <li>• Rotate or Flip the page. (Image file only)</li> <li>• Customize the Background Color of an image or text document. (Note: This color is only for viewing the document.) It will print with a white background</li> <li>• Choose a Download Format to save the document as another type of file</li> <li>• Show Bookmarks and Bubble Notes in the document. (Image file only)</li> <li>• Print Page</li> <li>• Set Document Password</li> </ul> <p><b>DON'T FORGET YOUR PASSWORD!</b>  <b>There are no hints and it cannot be reset or changed if you forget!</b></p>	